



CEA



CAREER EXECUTIVE ASSIGNMENT

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: VETERANS AFFAIRS
HEADQUARTERS, SACRAMENTO

POSITION TITLE: CEA LEVEL 2, ASSISTANT DEPUTY SECRETARY
VETERANS HOMES DIVISION

FINAL FILING DATE: April 14, 2006

SALARY: \$7,302 - \$8,051

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Deputy Secretary, Division of Veterans Homes, the Assistant Deputy Secretary, Veterans Homes Division, is responsible for representing the Agency with the various state, federal and county licensing and regulatory agencies. The position is tasked with the responsibility of monitoring and overseeing the quality of all programs within the Agency's Veterans Homes and ensuring that those programs achieve and maintain the highest standard of quality health care. The position is also responsible for oversight of the construction and activation of new homes. The Assistant Deputy Secretary meets and negotiates with local community organizations, and state and federal agencies to address and resolve operational, organizational and community issues and concerns. The Assistant Deputy Secretary is responsible for assisting in the coordination of the design concept, facility layout and construction of each new veterans home and managing and monitoring support agreements with U.S. Department of Veterans Affairs and its agents.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must have permanent California State Civil Service status.

Or II

Must be a legislative employee who meets the requirements of Government Code Section 18990.

Or III

Must be a current non-elected exempt employee of the Executive Branch and have had two or more consecutive years of Executive Branch exempt employment as defined in Government Code Section 18992. Also, applicants must satisfy the following minimum qualifications:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledges and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluations; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management practices and procedures; and, equal employment opportunity and anti-discrimination programs.
2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide-range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and, effectively contribute to the Agency's equal employment opportunity objectives.

These knowledges and abilities are expected to be obtained from the following kinds of experience: (Experience may have been paid or volunteer in State Service, other government setting, or in a private organization.)

C.E.A. Level 2: Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

Desirable Qualifications

1. **Knowledge of principles of administration and operation of a large 24-hour health care facility, including management principles and methods, and fiscal and budgetary formulation and management.**
2. **Ability to present information before legislative committees, veterans' organizations and licensing and accreditation agencies.**
3. **Proven interpersonal skills with all levels of an organization.**
4. **Community relations' experience.**

Examination Information

This examination will consist of a review by a screening committee of the candidates Statement of Qualifications that describes their experience, knowledge and abilities, as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70% must be attained. Each candidate will be notified in writing of the examination results. The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve (12) months or a new examination may be scheduled.

All interested applicants must file a standard state application (Form 678), resume and a separate "Statement of Qualifications" specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The "Statement" should be no more than two pages in length.

Please submit your application, resume and Statement of Qualifications to the California Department of Veterans Affairs, Human Resources Office, Attention: Danette Baker, 1227 O Street, Room 402, Sacramento, California 95814. All applications must be received by close of business April 14, 2006. Questions regarding the examination may be directed to Danette Baker at (916) 653-2535. TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. (916) 653-1966.